



Vacancy Announcement

Supervisory Police Officer GS-083-08

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Announcement Number: NW0083

Date Opens: April 1, 2004

Date Closes: April 15, 2004

Location: U. S. Naval Observatory

Area of Consideration: DON

About Us: NDW is the regional provider of common operating support to eighteen Naval installations within a one hundred mile radius of the Pentagon. Services provided include public works, public safety, community support, human resources, information technology, supply, air and port operations, ceremonial support, environmental and safety. The eighteen installations include Washington Navy Yard, Naval Observatory, Anacostia Annex, Arlington Service Center, Nebraska Avenue Complex, Potomac Annex, National Maritime Intelligence Center, Navy Recreation Center Solomons, Naval Air Facility Washington, Naval Support Activities Carderock, Dahlgren and Indianhead, NAVSUPFAC Thurmont, NAS Patuxent River, NSA Annapolis and Naval Research Laboratory.

About the Job: This position is located within the Security Division, Public Safety Program. The incumbent serves as second line supervisor assigned on a rotational basis within jurisdictional/operational areas of the Security Division. The incumbent is responsible for the direct supervision of an average of 20-25 police officers during a single eight-hour shift of duty. Duties include the following: (1) inspects the shift before posting for proper uniform, appearance and ability to perform duty; corrects deficiencies when appropriate, (2) assigns posts and determines relief schedules; (3) conducts periodic inspections, on foot or by vehicle, during the shift to ensure compliance with established policies, procedures, rules and instructions; (4) provides initial orientation and instruction for newly assigned officers and explains work requirements, schedules, expectations and general rules of performance; (5) investigates all incidents occurring during the shift; ensures protection of evidence, detention/interview of witnesses and provides additional support personnel as needed; coordinates with

neighboring jurisdictions as necessary; advises the Chief of Police of all serious or continuing incidents.

Incumbent must be able to obtain/maintain a security clearance. Selectee must also pass pre-employment requirements. Selectee must successfully pass all required Academy/In-Service requirements to include but not limited to, Use of Force, Firearms, ASP, OC, EVOC, CPR and Defensive Tactics.

Qualifications: OPM requires one year of specialized experience equivalent to the next lower grade level.

Knowledge Required by the Position: In the body of your resume please address the following:

Knowledge of civilian personnel management.

Ability to implement EEO policies.

Knowledge of labor agreements.

Ability to interpret and apply standard and non-standard rules, regulations, methods, procedures and operating techniques relating to law enforcement.

Ability to operate a motor vehicle, (incumbent must be licensed or obtain a motor vehicle operator's license from the jurisdiction where principally domiciled).

Skill in small arms handling. (Selectee must pre-qualify with 9mm. Beretta.)

Ability to communicate technical information orally and in writing.

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